



City of Lawrence
Outside Agency Funding
APPLICATION

General Information: Each year, the City Commission considers requests for the allocation of dollars to a number of agencies that provide services benefiting the Lawrence community. The decision on funding a request will be made during the City's annual budgeting process. The decision will be based upon the availability of funds, the need demonstrated through the agency's application, the stated objectives of the applicant's program, past performance by the agency in adhering to funding guidelines (as appropriate), and the ability to measure progress toward the program objectives.

PLEASE NOTE THAT BEGINNING IN 2009, FUNDS WILL BE DISBURSED ACCORDING TO THE FOLLOWING SCHEDULE UNLESS OTHERWISE AGREED TO IN WRITING:

- FIRST HALF OF FUNDS WILL NOT BE DISBURSED BEFORE APRIL 1
- SECOND HALF OF FUNDS WILL NOT BE DISBURSED BEFORE OCTOBER 1

Instructions: Applications for 2009 funding must be complete and submitted electronically to the City Manager's Office at ctoomay@ci.lawrence.ks.us by the deadline of 5:00 pm on Friday, May 2, 2008.

Questions? Contact Casey Toomay, Budget Manager at ctoomay@ci.lawrence.ksu.s or at 785-832-3409.

Section I. Applicant Information

Legal Name of Agency: Lawrence-Douglas County Housing Authority
Name of Program for Which Funding is Requested: The Housing Connection
Primary Contact Person: Barbara Huppee
Address: 1600 Haskell Avenue
Telephone: 785-830-2250 Fax: 785-842-9596
Email: bhuppee@ldcha.org

Section 2. Request Information

- A. Amount of funds requested from the City for this program for calendar year 2009: \$57,192
- B. Will these funds be used for capital outlay (equipment or facilities) in 2009? If so, please describe:
No.
- C. Will these funds be used to leverage other funds in 2009? If so, how: The Housing Connection is one element in the Community Commission on Homelessness' housing vision. Efforts to leverage other funds from grants and private donations will be made as part of the activities of Connection.
- D. Did you receive City funding for this program in 2008? If so, list the amount and source for funding (i.e. General Fund, Alcohol Fund, etc.):
No.

- E. If you are requesting an increase in funding over 2008, please explain exactly how the additional funds will be used:

Section 3. Agency and Program Budget information

- A. How many paid full time employees work for your agency? 40 Volunteers? 6
- B. What percent of your total 2008 budget goes to employee salaries and benefits? \$1.628 million
- C. What percent of your total 2008 budget is used for operating expenses? 81%
- D. What is the total estimated cost to provide the program in 2009? \$7.223 million
- E. What percent of 2009 program costs are being requested from the City? .0079%
- F. List other anticipated sources of funding and funding amount for this program in 2009:

<u>Anticipated Funding Source</u>	<u>Dollar Amount</u>
Tenant Revenue	\$1.225 Million
Federal Grants and Subsidy	5.681 Million
Investment Income	258,000
Other Income	38,000

TOTAL 2009 PROGRAM BUDGET \$7.223 million

Section 4. Statement of Problem/Need to Be Addressed By Program

- A. Provide a brief statement of the problem or need your agency proposes to address with the requested funding and/or the impact of not funding this program. The statement should include characteristics of the client population that will be served by this program. If possible, include statistical data to document this need.

Please see attached proposal that identifies the goals, objectives and rationale for the Housing Connector. This proposal was submitted to the Community Commission on Homelessness and accepted by them as the vehicle they would follow to address the need for temporary and emergency housing for the homeless in the community. The CCH has made reports to the City Commission on the number of homeless individuals and families (318) as documented in the latest homeless count that took place January 30, 2008. This number however does not include the numbers of families that are "doubled up". The CCH was created by the City Commission to address the problem of homelessness in Lawrence.

B. How was the need for this program determined?

See attached.

C. Why should this problem/need be addressed by the City?

See Attached

Section 4. Description of Program Services

A. Provide a brief description of the service you will provide and explain how it will respond to the need you identified in Section 3. The description should include how many clients will be served, and should describe as specifically as possible the interaction that will take place between the provider and the user of the service.

See Attached

- B. Describe any efforts your agency has made to explore the community to determine if there are any other agencies providing similar types of services. What efforts have you made to coordination services?

This is a new effort initiated by the CCH to address homelessness in the community.

Section 5. Program Objectives

Please provide three specific program objectives for 2009. Objectives should demonstrate the purpose of the program and measure the amount of service delivered or the effectiveness of the services delivered. A time frame and numerical goal should also be included. Examples include, “75% of clients receiving job training will retain their job one year after being hired,” “increased fundraising efforts will result in a 15% increase in donations in 2009,” “credit counseling services will be provided to 600 clients in 2009,” “new digital arts program will serve 275 students in 2009” etc. **Applicants will be expected to report their progress toward meeting these objectives in their six month and annual reports to the City.**

Program Objectives

1. See Attached.

2.

3.

Please return completed application electronically to ctoomay@ci.lawrence.ks.us by 5:00 pm on Friday, May 2, 2008.

Office Use Only					
six month report received	<input type="checkbox"/> yes	<input type="checkbox"/> no	audit received:	<input type="checkbox"/> yes	<input type="checkbox"/> no
annual report received:	<input type="checkbox"/> yes	<input type="checkbox"/> no	tax return received:	<input type="checkbox"/> yes	<input type="checkbox"/> no



Proposal from the Lawrence-Douglas County Housing Authority to the Community Commission on Homelessness to Develop, Operate and Manage the Housing Connection

The Lawrence-Douglas County Housing Authority is responding to the Community Commission on Homelessness' request for proposals from interested organizations to develop and implement the Housing Connection. The Housing Connection is a concept put forth by the CCH "to generate multiple sites for temporary housing for individuals and families to obtain immediate housing while waiting for more permanent arrangements." The CCH hopes to receive proposals and select a community organization with the capability to

1. Create and maintain a database to track housing units available and connect individuals with those units.
2. Track case managers with individuals in units.
3. Solicit and grow housing inventory for the vision.
4. Offer certain technical assistance for donors of units-leases, contracts, etc.

To date there has been little public discussion on how the Connection would function and operate. Most discussions have centered on the outcome that the Connection is to achieve; namely the matching of individuals and families in need of temporary housing with available units. In soliciting proposals the CCH has asked agencies to define the structure and operations of the Housing Connection as the respondent would operate it.

The following is an outline of the LDCHA's concept and operational structure for the Housing Connection. The LDCHA would propose to implement the Connection in conformance with this concept.

Overview of Housing Connection Concept as Envisioned by the LDCHA

The LDCHA views the Housing Connection as a computerized database of information that contains addresses, descriptions of property, and terms of offer that a private sector individual is willing to make available to temporarily house a homeless individual or family. The homeless individual or family may not access the Connection directly. Access is through a local support service agency after the homeless individual or family, hereafter called the client, becomes a client of the agency and enters into a written support service and case management plan. Following this the case manager contacts the Connection. The Connection then matches the needs of the client with a landlord(s) whose units/terms and conditions meets those of the client. The match information is given to the case manager who contacts the client and the landlord(s) and effects a suitable match. After a landlord and client mutually agree to the match, the case



manager prepares a temporary housing agreement, and oversees the client's move into the unit. The case manager submits a copy of the temporary housing agreement to the Connection together with the case management contact information for the client. The Connection will then update the computer database and flag the client's file for review prior to the termination date of their temporary housing agreement. At that time the case manager is contacted and asked to provide written updated information on the client's housing plans following termination of the agreement. Based on the information the match process for the client is started again, or, if the client obtains permanent housing, the client is removed from the database. Following this the landlord is contacted and asked if he/she will continue to list the property with the Connection. If at anytime during the term of the temporary housing agreement, the client or the landlord terminates the agreement, the Connection is notified by the case manager.

The Housing Connection is not a housing program but a resource through which a homeless individual or family secures a temporary housing assignment. This temporary housing assignment constitutes the CCH's Temporary Housing Program.

The LDCHA proposes to develop and implement the Connection based upon the following guidelines.

Property Offers

The property offered by the owner can be a house, apartment, room or rooms in a house or apartment that is offered either as a free donation or for a fee. The Community Commission on Homeless (CCH) will establish the minimum housing standards that the property must meet. In addition the CCH will determine the factors upon which an owner may not participate. Property that is made available to the Connection must be made through the property owner. Property offers will not be accepted from individuals who are renters of, or do not have legal authority over the property being offered. It is expected that the property and location will adhere to city codes to the extent they apply.

Temporary Housing Terms

Each property owner will establish the terms that govern his/her offer including the length of time the property may be occupied, the fee if any, including utilities and other charges; the lease or house rules that pertain to the offer that must be followed by the client.

Owner Client Selection Criteria

The owner will determine the criteria and suitability standards that the client must meet to receive their offer of property. These standards must be consistent with the city's Human Rights ordinances to the extent they apply.

Owner Registration

The owner must register the property with the Connection in order to have it listed in the database. The registration form will contain basic information on the unit, terms of the offer and the criteria that the client must meet. The owner will be reviewed by the Connection coordinator based upon the factors established by the CCH. Upon selection of the unit through a database match, the condition of the unit will be evaluated by the case manager based upon the standards established by the CCH.

Target Population

The Housing Connection is targeted to homeless individuals and families who are in need of emergency housing for whom a homeless shelter is not suitable. The temporary housing program envisioned by the CCH and facilitated through the Connection places no eligibility or suitability criteria on the individual or family who may receive a temporary housing assignment through the Connection. Individual property owners may establish their own eligibility or suitability criteria. In such cases the owner will identify these criteria on the registration form. The Connection will match applicants to property owners in accordance with the criteria listed on the Owner's Registration form.

This program is not intended to serve the chronically homeless population. It is directed at individuals and families who do not presently have permanent housing but who, with stabilization through case management and support services, will be able to secure permanent housing in three-to six months and successfully maintain that housing.

Criminal Background Checks

The Connection will perform criminal background checks on both property owners and homeless applicants. The criminal background checks on applicants will be used to match owners to applicants in cases where the property owner has stipulated such a check. The background check on landlords will be to confirm their compliance with the participation criteria established by the CCH. The Connection will not perform any other suitability reviews.

Gateway to the Housing Connection

The gateway to the Housing Connection is through participating local support and social service agencies on behalf of their homeless client. A homeless individual or family, or anyone acting on their behalf, other than a participating agency, may not access the Housing Connection directly. Only those local agencies that have recognized case management services as a part of their human services program may be a participating agency with Rights to access the Connection. The CCH will establish the list of agencies with Rights to access the connection.

Social and Support Service Agency Registration

All agencies approved to access the Connection must register prior to being granted its Rights. The registration form will constitute a Memorandum of Agreement (MOA) between the agency and the CCH and will specify the role and responsibilities of the agency under the Temporary Housing Program.

Social and Support Service Agency Roles and Responsibilities

Per the intent of the CCH, the responsibilities of the participating social and support service agencies will include but may not be limited to the following.

1. Receive referrals from homeless individual and families in need of temporary housing for whom the shelter is not suitable or who have no other place to stay.
2. Meet with the individual/family to conduct a barrier analysis and support service case management plan which the client must agree to and sign. Together with the client

complete a Temporary Housing Application which contains client emergency and case management contact information.

3. Contact the Connection and receive property matches. Review the matches and with the client determine which match is most appropriate after consultation with the property owner and an inspection of the property to ensure it meets the CCH's minimum health and safety standards.
4. Negotiate the terms and conditions of the Temporary Housing Agreement to insure that the client can meet the obligations. Oversee the signing of the agreement by both parties. Forward a signed copy to the Connection.
5. Negotiate and mediate any disputes or issues that arise between the owner and client during the term of the agreement.
6. Provide supportive services and case management consistent with the case management model developed by the CCH which is defined in the MOA between the agency and the CCH. Monitor the client's progress in meeting their plan goals. Make periodic visits to the property to assess conditions. Identify and implement measures in cases where the client does not participate in their plan or fails to meet their goals.
7. Notify the Connection when the client is about to leave the property and at the time the property is vacated. Contact the property owner to insure he/she knows the client is moving. Inspect the property after it is vacated.

Voluntary Participation

The participation of the owner and client is wholly voluntary. If at any time the owner or client determines that the temporary housing assignment is not suitable, or no longer agreeable, the agreement may be terminated. The Temporary Housing Agreement will contain the termination notice requirements.

Termination of the Temporary Housing Agreement

Should the agreement be terminated by either party before the client is able to obtain permanent housing the case manager may secure another property match from the Connection for the client by following established procedures. The CCH will establish criteria that governs the continued participation of owners and clients in the Temporary Housing Program.

Cash Donations to the Housing Connection

The LDCHA will accept cash donations to the Housing Connections and maintain those donations in conformance with strict financial controls and GAAP accounting practices. Donations to the Connection will be maintained in a separate account and not commingled with other funds. The CCH will determine the authorized activities that the funds may be used for. The LDCHA will disburse funds in accordance with those authorities. At no time will funds be disbursed directly to clients.

Responsibilities of the LDCHA

To create and operationalize the Housing Connection the LDCHA will do the following.

1. Recruit landlords, property owners, and churches to donate, lease or otherwise make available lodging for homeless persons and/or families for a period of time under criteria established by the landlord or property owner.
2. Establish, maintain, and continually update a computer database of landlords and property donors which contains the criteria established by the landlord/property owner.
3. Make the database available to case managers from participating local social service agencies serving homeless clients/families in need of immediate/emergency housing.
4. Record and track the placement of individual/families in the respective units, their length of stay, and the social service agency contact for the individual/family.
5. Provide technical assistance to landlords and donors with respect to their donation of lodging including but not limited to development of lease and contract documents, training in property management of homeless individuals and families.
6. Grow the number of properties registered in the database.
7. Monitor, and account for all cash donations.
8. Other activities deemed necessary by the CCH and agreed to by the LDCHA.

LDCHA Implementation of the Housing Connection

The LDCHA will provide the following at no cost.

1. LDCHA staff will develop the final policies, procedures and written forms and technical assistance resources necessary to operationalize the Housing Connection in consultation with the CCH and city staff.
2. The LDCHA will develop the qualifications and job description for the Housing Connection Coordinator and other written documents as needed.
3. The LDCHA will provide space and utilities, including telephone, for the Housing Connection.
4. The LDCHA will provide computer hardware and any needed internet connection, and modify its Web Site to include the Connection.
5. The LDCHA will provide the computer software and related software to develop the database needed to operationalize the Housing Connection to the extent that its present software capability permits this without additional cost to the agency.

Necessary costs to operationalize the Connection that the LDCHA cannot provide.

1. Salary and fringe for the Housing Connection Coordinator

The success of the Housing Connection is dependent upon the training, skills and ability of the coordinator. Such a person should have a combination of demonstrated technical and human relations skills. The salary should be set sufficiently high to attract the required qualifications. The LDCHA would set the salary at the LDCHA salary range 8 which is \$33,280-\$50,668. Fringe is estimated at \$8,113 based on the mid range. A coordinator must be hired before any activity related to establishing the database can be initiated.

2. Personnel and non-personnel costs for travel, printing, advertising, and sundry estimated at \$7,000.

Total estimated costs not covered by the LDCHA for year one operations: \$57,192

It is proposed that the Coordinator be an employee of the LDCHA.

Caveat

It is understood that the concepts laid out in this proposal may be modified following discussions with the CCH. Any modifications that results in an increase in the resources proposed as a donation by the LDCHA as described above will require the approval of the LDCHA Board of Commissioners.